



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

PUBLIC HEALTH EDUCATOR

Posting Number

PN# 107313

Department

Health & Human Services Department

Division

Office of Surveillance and PH Preparedness

Section

Bureau of Bioterrorism

Reporting Location

8000 N. Stadium 8th Floor

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

***Subject to change**

DESCRIPTION OF DUTIES

Provides specialized health information, knowledge and skills to various community groups and the general public.

CORE FUNCTIONS

- Plans, organizes, and develops health education programs. Collects data and performs research to assist in developing, pre-testing and evaluating health related education techniques and/or materials.
- Schedules and presents health education programs/seminars for community and private sector groups.
- Establishes and maintains a close working relationship with the community and private sectors.
- Interprets health education programs and services of the department to the community and private sectors.
- Assists with the Public Health Educator staff development.

WORKING CONDITIONS

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Education, Behavioral Science or a closely related field such as Public Health.

MINIMUM EXPERIENCE REQUIREMENTS

No experience is required. Directly related professional experience in Public Health, Education or a closely related field may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

- Interest in Bioterrorism preparedness.
- Communicating with community and private sectors.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

GRANT FUND POSITION

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 14
\$1,022- \$ 1,235 Biweekly \$26,572 - \$32,110 Annually

OPENING DATE

October 26, 2005

CLOSING DATE

November 1, 2005

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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